3 Virtual Events | automated conferencing user guide

easy to start, simple to use audio conferencing

Simply invite your participants to join your meeting at a designated time. Supply them with the toll free (Participants in US or Canada) or toll (International Participants) access number along with the Participant Pass Code. Upon the start of your conference, your participants will be placed on music hold. When you are ready to start your conference simply dial the toll free access number and enter your Host Pass Code at the prompt. After receiving the prompt to enter your Cost Center Code you are now ready to start your conference. Easy to use enhanced features such as muting and roll calls are available for your use throughout your conference.

starting a meeting as a chairperson | joining a meeting as a participant

1. dial in number | 800.390.5809
2. host code | 123456#
2. participant code | 123456789#
3. record name and company name

SAMPLE

3 Virtual Events

automated | john q sample conferencing |

dial in number | 800.390.5809
intl. dial in number | 719.785.1724
host code | 123456#
participant code | 123456789#
client id | 12345

P

useful chairperson features

conference assistance
*1 help menu
*0 operator assistance
*9 moderator help menu

volume
*4 increase conference volume
*7 decrease conference volume
*5 increase your voice volume
*8 decrease voice volume

mute
*6 mute or un-mute your line
*96 mute all participant lines
*97 un-mute all participant lines

call someone
*95 dial out to add participants
Enter client ID, the digit 1 followed by the area code and number followed by #-011 for international dial out numbers
adds participant to the conference
* cancels the dial out or joins you back the conference

security
*31 turn security code on/off
*32 to record a personalized conference greeting for participants to hear as they join your conference
*91 hear participant count
*92 hear roll call
*93 disconnect all lines
*94 lock or unlock conference

record for playback
*22 to record your conference. If you do not hear the recording confirmation please try *22 again or *0 for operator assistance. An email will be sent after the call has concluded with access information.

subconferences
*21 initiate subconference
#1-9 join subconference
return to main menu
#0 facilitator returns all to main

note: two digit controls can only be done by the moderator.

## everyday conferencing needs

World Class Automated Audio and Web Conferencing is a convenient form of conference calling that provides you with the utmost in flexibility along with a wide array of useful features that are designed to enhance your communication with business professionals from across the world, at a moment's notice.

meet on demand

World Class Conferencing puts this convenient state of the art service in your hands for use 24 hours a day, 365 days a year, with World Class Automated Audio and Web Conferencing you eliminate the need to make a reservation for those day-to-day conference calls.

a powerful, yet easy to use web service

Web conferencing requires minimal effort. You control the presentation from your desktop while your audience accesses it via the web. You can present a slide show, collaborate on documents, share applications, and poll your audience and more. World Class Conferencing's web conferencing lets you host virtually any business meeting via the Internet. With nothing more than a browser, our web conferencing service transforms your computer into a powerful online meeting forum that integrates the Web and a conference call allowing you to communicate with anyone, anywhere – no travel required.
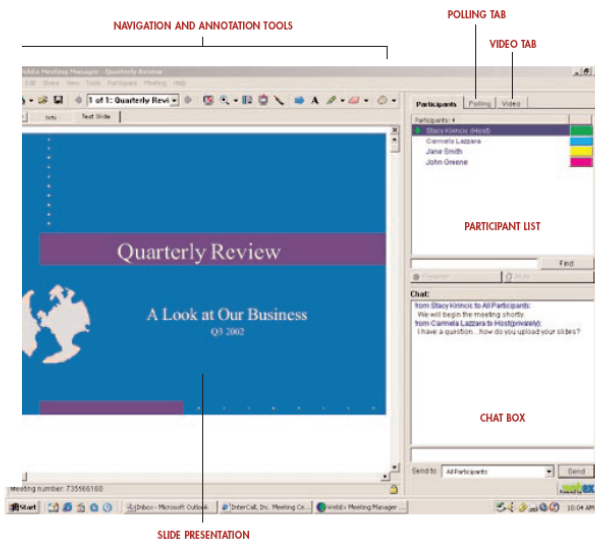
starting a web meeting as a chairperson

1. go to http://thedataport.webex.com
2. click "host a meeting"
3. click "my meetings"
4. enter username and password

join a web meeting as a participant

1. go to http://thedataport.webex.com
2. click "attend a meeting"
3. enter meeting number

a detailed web user guide for using data port web service is available at:
https://thedataport.webex.com/thedataport/help/help.php?Rnd=298068826